

Terminal Operator Monthly Report

This form is issued under authority of P.A. 403 of 2000, as amended. Filing is mandatory.

This report is due

► 1. Company Name and Mailing Address

► 2. Account Number (FEIN or TR)	► 2A. License Number	► 3. Report Period (MM/CCYY)
4. Contact Person Name		
5. Telephone Number		6. Fax Number
7. E-mail Address		
► 8. Terminal Control Number (TCN)		9. Location of Terminal (City and State)

This report must be filed by all terminal operators. A separate report and schedules must be filed for each IRS-approved terminal.

See page 2 for instructions.

Net Gallons - Report Whole Gallons Only

	Column 1 Gasoline	Column 2 Aviation Gasoline	Column 3 Jet Fuel	Column 4 Undyed Diesel Fuel	Column 5 Dyed Diesel Fuel	Column 6 Other Products
10. Beginning Inventory (Michigan terminals only) ►						
11. Total Receipts (Schedule 15A) (Michigan terminals only) ►						
12. Total Gallons Available. (Michigan terminals only) Add lines 10 and 11. ►						
13. Total Disbursements (Schedule 15B) ►						
14. Computed Ending Inventory. (Michigan terminals only) Subtract line 13 from line 12. ►						
15. Actual Physical Ending Inventory (Michigan terminals only) ►						
16. Gains & (Losses). (Michigan terminals only) Subtract line 14 from line 15. ►						

I declare, under penalty of perjury, that the information in this report and attachments is true and complete to the best of my knowledge.

► <input type="checkbox"/> I authorize Treasury to discuss my return and attachments with my preparer.		<input type="checkbox"/> Do not discuss my return with my preparer.	
► Authorized Signature		Signature of Preparer	Preparer FEIN
Printed Name	Date	Printed Name	Date
Title	Telephone Number	Address	Telephone Number

MAIL REPORT TO: Michigan Department of Treasury, Customer Contact Division, Special Taxes, Lansing, Michigan 48922

Questions ? - Please call (517) 636-4600

www.michigan.gov/treasury

Instructions for Terminal Operator Monthly Report, Form 3716

This report must be filed by the 20th day of the month following the end of the report period by all IRS-approved terminal operators or terminals in Michigan and out-of-state terminals who disburse fuel with a Michigan destination. A separate report must be filed for each terminal.

LINE-BY-LINE INSTRUCTIONS *(Lines not listed below are explained on the form.)*

Terminals located outside of Michigan, enter only disbursements made with a Michigan destination (Line 13).

Line 1. Indicate changes to the company name and address by crossing out incorrect information and entering correct information.

Line 2. Enter taxpayer Federal Identification Number (FEIN or TR).

Line 2A. Enter taxpayer's 8-digit license number.

Line 3. Enter the report period (example 06/2001 or June 2001).

Lines 4-7. Enter the name, phone number, fax number, and e-mail address of the individual who may be contacted for questions.

Line 8. Enter the IRS Terminal Control Number. A separate report and schedules must be completed for each terminal.

Line 9. Enter the city and state of the physical location of the terminal.

TRANSACTIONS FOR THE MONTH. Enter the inventory amounts for each column in **net gallons**.

Products not identified in Columns 1 through 5 must be reported in Column 6, Other Products.

Line 10: Beginning Inventory. Enter the Actual Physical Ending Inventory from line 15 of the previous month's report.

Line 11: Total Receipts. Enter the total from all schedules 15A by Product Type.

Line 13: Total Disbursements. Enter the total from all schedules 15B by Product Type.

Line 15: Actual Physical Ending Inventory (Michigan Terminals Only). Enter the physical inventory taken at the terminal at the end of the reporting period.

Column 6: Other Products

* When reporting "Other Products" not identified in Columns 1-5 on Page 1, enter the appropriate product code in Column 6 or enter the combined total of all schedules for "other products."

Product Codes (PC)

Enter the appropriate code on Page 1. The most common product codes are listed below. See Treasury's Web site for additional codes.

Gasoline Products

065 - Gasoline
124 - Gasohol
241 - Ethanol
122 - Transmix
Other _____

Dyed Diesel Fuel

160 - Undyed Diesel
142 - Undyed Kerosene
Other _____

Undyed Diesel Fuel

228 - Dyed Diesel
072 - Dyed Kerosene
Other _____

Aviation Products

125 - Aviation Gasoline
130 - Jet Fuel
Other _____

Miscellaneous Products

054 - LPG
243 - Methanol
Other _____